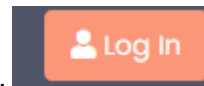384 S. Lakeview Parkway, Provo, UT 84601 ◊ Phone: (801) 377-2477 ◊ Fax: (801) 373-7434

Web Ordering – Username and Password Setup

Only needs to be done 1 time during initial setup

1. Go to http://www.sunshinegreenhouses.com/
2. Click on the 'Online Ordering' tab.
3. Click the 'Sunshine Online Ordering Login' link.

4. Select the red Log in button on the top right of the screen.

5. Select the gray 'Request Log In' button.

Company Name:	
Contact Name:	
Username:	
First Name:	
Last Name:	
Email:	me@mycompany.com
Phone:	123-456-7890
Password:	
Password Validati	

6. Fill out all the fields listed and click the blue 'submit' button.
7. Please allow 5 business days for us to process your request. You will receive an email confirming your username and password. Once you've received this information, you can place your first order.

Web Ordering instructions

Placing an Order

1. Go to http://www.sunshinegreenhouses.com/
2. Click on the 'Online Ordering' tab.
3. Click the 'Sunshine Online Ordering Login' link. This will open a new tab in your browser.
4. Enter your username and password.

   **Note: This must have previously been setup and approved by the office.

   User Name: [   ]

   Password: [   ]

   [Log In]   Forgot your password?

   [Request Log In]

5. Click on the red 'Log In' button or just push 'enter'

   HOME   SHOP

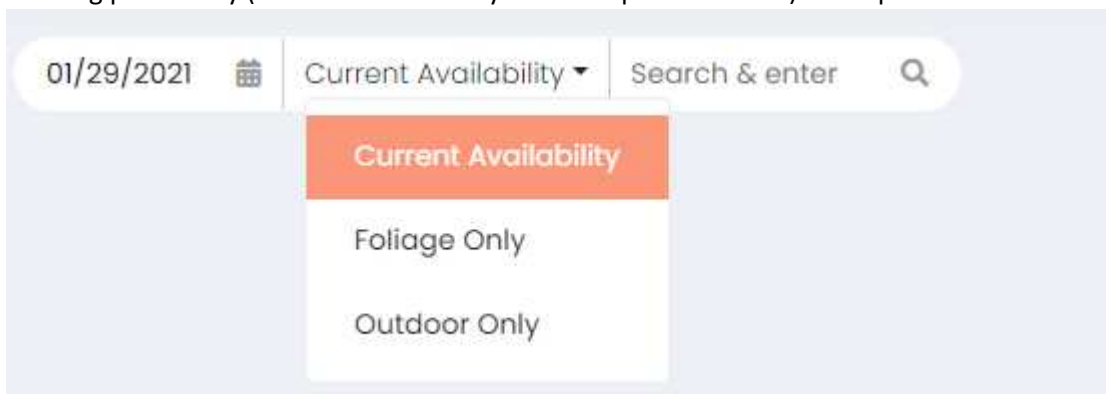6. Select the gray 'Shop' Button.
7. Now you are ready to search for items.
   A. You have three options for searching for items. Option 1: Search by Item Description. Search for part of the plant name. Ex: 'Prim' will pull up all the primrose available now including all sizes. Type in your search criteria and then press 'enter' to see results.

   01/29/2021 📅 Current Availability ▾ prim   Q

   B. Option 2: Filter results by Indoor Foliage only (select 'Foliage Only' from drop-down menu) or Outdoor bedding plants only (select 'Outdoor Only' from drop-down menu). Then press 'enter' to see results.
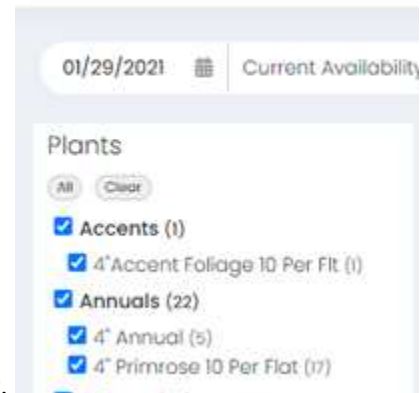
   01/29/2021 📅 Current Availability ▾ Search & enter   Q

   Current Availability

   Foliage Only

   Outdoor Only

C. Option 3: Press enter to retrieve <u>all</u> available items
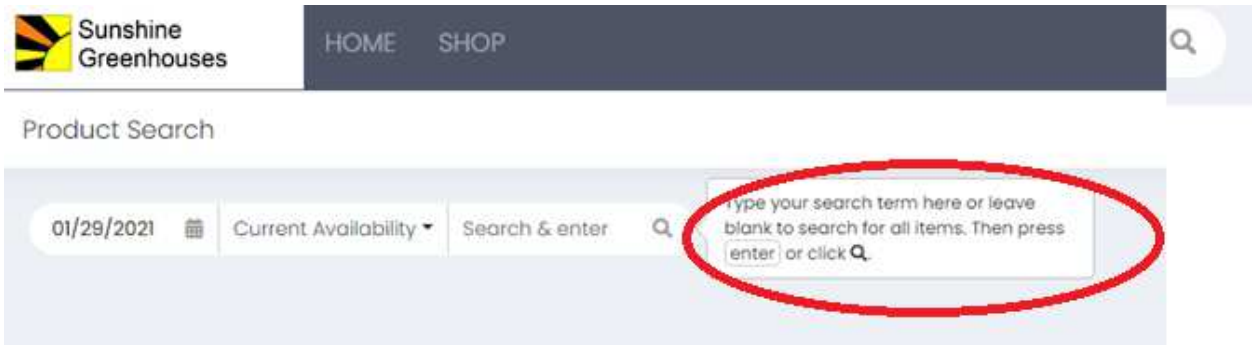
8. The column on the left then allows you to filter your results further.
9. By unselecting or selecting the blue check box you can change what shows in your search results.
10. **Note: There is currently no way to search by category, except to use the filter on the right side of the screen. Ex. To pull up all the items in 4" Accent Foliage, unselect all the categories except 4" Accent Foliage (using the blue check box). Currently, the search results don't match up exactly to a printed/hard copy of the availability. We recommend searching by each category separately as detailed above. Ex. Order all your accent foliage items then uncheck that category and move to the next category.
11. The search results will only show up to 12 items at a time. Use the pages at the top of the screen to navigate to more results.

Search Results (80)

| Pages: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Next | Last | 1 of 7 |

12. Clicking on the underlined name of the item will pull up additional information (ex. Photo, grow info, etc).
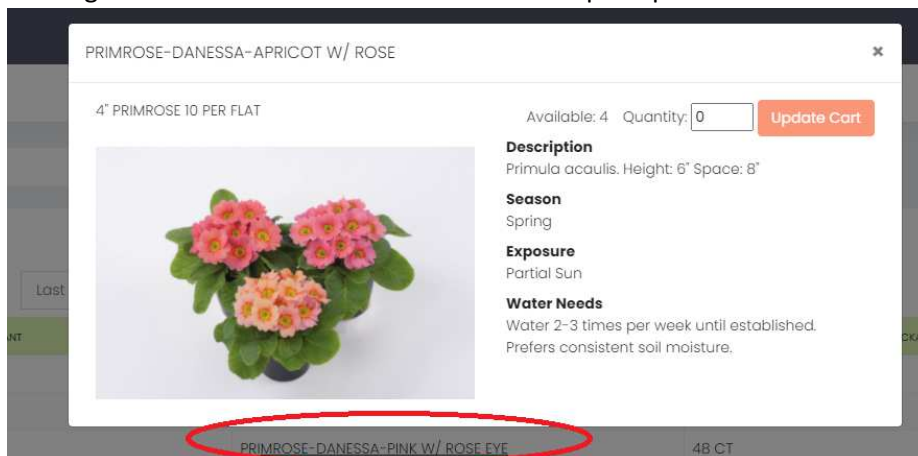
13. Once you find the item you want to order, you can then enter the desired Qty. 1 = 1 flat.
14. Enter quantity in the 'In Cart' column.
15. **Note: Pressing enter will submit the quantity to your cart.
16. **Note: Pressing tab will submit the quantity to your cart and move you to the next item.

| | Pages: | 1 | 2 | Next | Last | 1 of 2 | | | | | |

PLANT	DESCRIPTION	PACKAGE	COUNT	PRICE	AVAILABLE	IN CART
4" PRIMROSE 10 PER FLAT	PRIMROSE-DANESSA-APRICOT W/ ROSE	48 CT	10	$1.00	4	0
4" PRIMROSE 10 PER FLAT	PRIMROSE-DANESSA-BLUE	48 CT	10	$1.00	28	0
4" PRIMROSE 10 PER FLAT	PRIMROSE-DANESSA-PINK W/ ROSE EYE	48 CT	10	$1.00	8	2
4" PRIMROSE 10 PER FLAT	PRIMROSE-DANESSA-ROSE BICOLOR	48 CT	10	$1.00	3	0

17. Continue searching and entering quantities until you have completed the order.

   To Checkout:
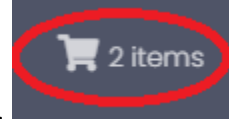
18. Click on the gray shopping cart item on the top right of the screen.
19. Check for problem items in your shopping cart

PLANT	DESCRIPTION	PACKAGE	COUNT	PRICE	AVAILABLE	IN CART	SUBTOTAL			Subtotal:	$0.00
4" PRIMROSE 10 PER FLAT	PRIMROSE-DANESSA-PINK W/ ROSE EYE	48 CT	10	$1.00	8	2	$0.00	🗑		Tax:	$0.00
										GST:	$0.00
	red font = problem with the item									Discounts:	$0.00
										Surcharge:	$0.00
										Freight:	$0.00
										Order Total:	$0.00

Refresh Availability

20. **Note: red font = problem with the item
21. **Note: Use the 'Refresh Availability' button if it's taken you awhile to complete the order (because items sellout very quickly in the Spring).
22. Fix any problems items (anything in red). It's usually because you've ordered more than is available. Reduce quantity to match what is available and the font should turn black and you can move on.
23. If you wish to have a record of what you ordered, right click and select print before moving on.

Begin Checkout ▶

24. Select the red 'Begin Checkout' button

25. Enter in the order information. (**Note: Ship via is required). Then click the red 'Shipping' button to continue.

Step 1 of 4: Order Information

Placed By

PO Number

Ship Via*
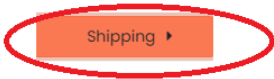
Select an option

Phone

zdfg

Email

Shipping ▸

Step 2 of 4: Shipping

Company Name*

test

Street*

384 south 3110 west

City*

Provo

State*

UT

Postal Code*

Billing ▸

26. Fill out the shipping information. (note: ** = required field)

27. Fill out the billing information. Then select the red 'Order Summary' button

Step 3 of 4: Billing

Company Name*

test

Street*

384 south 3110 west

City*

Provo

State*

UT

Postal Code*

Order Summary ▸

28. Review your order. (**Note: once you select the red 'place your order' button you CANNOT make any changes to the order.

Step 4 of 4: Review Your Order

Order Date
01/29/2021
Ship Via
SUNSHINE TRUCK
Phone
zdfg
Ship To   Bill To
test   test
384 south 3110 west   384 south 3110 west
Provo UT 84601   Provo UT 84601
US   US

Subtotal:	$0.00
Tax:	$0.00
GST:	$0.00
Discounts:	$0.00
Surcharge:	$0.00
Freight:	$0.00
Order Total:	$0.00

Order Items

PRIMROSE-DANESSA-PINK W/ ROSE EYE	48 CT (10)	2 @ $1.00	$0.00
PRIMROSE-DANESSA-ROSE BICOLOR	48 CT (10)	1 @ $1.00	$0.00
PRIMROSE-DANESSA-SCARLET	48 CT (10)	1 @ $1.00	$0.00
PRIMROSE-DANESSA-WHITE	48 CT (10)	1 @ $1.00	$0.00

◂ Billing   Place Your Order ▸

29. After you click the red 'Place your order' button you will receive a confirmation if your order was placed or if there were problems with your order.

30. If your order has been placed you will receive a message with the new order number.

Your Order Has Been Placed

Your order has been submitted with order number 41435

31. If you receive this message:
Then you order was NOT placed and you need to go back and fix the errors.

Order Not Accepted

There was an error while processing your order.

**Other Notes:

- The package count is for internal use only. The qty / rack listed may not be accurate. You should reference the count column instead, which is the qty / flat.

- If you're using a tablet, upon checkout, you will need to swipe left to move to Steps 1-4 of checkout and to submit the order.

- We do not recommend using a screen smaller than 9" (sorry no phones).

- Best times to place an online order: Sunday evenings or Wednesday evenings. We suggest you avoid Monday and Thursday mornings because things sell out so quickly it will cause lots of errors when trying to submit the order.

- At the beginning of each session, you should refresh your browser. If using a PC, hold down ctrl + F5. If using an apple computer, hold down Command + R. This will help you encounter fewer bugs.

- Note: Outdoor products are sold in flats. Ex. 1 = 1 flat. Indoor foliage is sold by the each count. Ex. 1 = 1 pot. If ordering 3" standing foliage, make sure you order in increments of 24, mixed flats are allowed. If ordering 4" standing foliage, make sure you order in increments of 10, mixed flats are allowed. Ex. 5 angel vine, 5 baby tears = 1 flat.